INSTRUCTIONS FOR AUTHORS FOR POSITION STATEMENTS AND CLINICAL PRACTICE GUIDELINES

Current process is to publish the Executive Summary (English version only) in an issue of CJEM. **Maximal length is 4 pages**. All other documents associated with the Position Statement or Clinical Practice Guideline will be submitted in Word, and published 'as is' in that software, linked to the Executive Summary publication with a url in the Executive Summary. These additional documents will include, but are not limited to, both French and English full versions.

An Executive Summary will be published unless the full document is 5 pages or less in length.

Executive summaries are required for 2 reasons:

1) Most readers will not wish to go through a lengthy document and literature review; they prefer the critical 'take home' points provided in an Executive summary
2) Lengthy documents consume too many issue pages of the Journal and push back issue publication of original research to unacceptable lengths.

Note: Failure to follow the template will result in return of the document to the authors by the EIC of CJEM without review or editing. Until the template is used, CJEM will not consider any document for publication.

Format

The full document and Executive Summary should follow the same outline.

Executive Summary

1) Introduction justifying the need for this official position statement or document
2) List of Recommendations
   a. Each recommendation should have 1 paragraph summarizing the reasons and objectives of the recommendation, as well as the level of evidence (if applicable), accompanied by appropriate references
3) Table summarizing the recommendations
4) Going forward – what CAEP thinks next steps should be
5) Conclusion

Full document

1) Introduction
2) Overview of current situation
    a. literature review if required to provide full context
    b. needs assessment
3) Recommendations
    a. In same order as Executive Summary
    b. More extensive explanation for the recommendation, along with supporting references
4) Summary table of the recommendations
5) Next steps
6) Conclusion
7) References
8) Appendices as required